

Project Manager/Engineer AS SUBMITTED
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12/79

ENGINEERING DIVISION ORGANIZATIONAL CHART

PROJECT MANAGER

- 7.1. Reports to: Chief Engineer
- 7.2 Supervises: Project Engineers; new product management, materials selection and qualification and engineering materials acquisition.
- 7.3 Basic Function: Summarization of data from all sources to reflect financial status of each project for management information.
- 7.4 Major duties and responsibilities:
 1. Supervision of all Project Engineers. Coordinate all projects and report to Chief Engineer, project status and progress.
 2. Formulate engineering projects cost projection.
 3. Prepare or direct preparation of engineering notes for releasing information.
 4. Estimate technical and supporting manpower requirements for new projects.
 5. Establish budgets and schedules.
 6. Develop, recommend and upon approval implement operating policies.
 7. Provide input for engineering budget development, maintain conformance to budgetary limitations.
 8. Refer extensive cost decisions to Chief Engineer.
 9. Review results against plans, report achievement as well as take corrective action on plans as appropriate or required.
 10. Perform special assignments as required.

PROJECT ENGINEER

8.1 Reports to: Project Manager

8.2 Supervises: Specific project development.

8.3 Basic Function: Co-ordinate efforts from all sources to insure

assigned projects are completed on schedule and within budget.

Provide continuous monitoring for adherence to schedule, budget,

event sequence, documentation requirements, and technical

performance.

8.4 Major duties and responsibilities:

1. Oversee assigned projects through completion by
performing the following:

1.1 Review project budget and schedule.

1.2 Prepare project management network (PERT) and
update as required.

1.3 Establish project documentation requirements.

1.4 Prepare subsystem engineering schedules.

1.5 Approve support requirements.

1.6 Prepare project procurement plans.

1.7 Prepare project test plans.

1.8 Release specifications and drawings.

1.9 Approve release of project package to manufacturing.

1.10 Keep Project Manager fully informed of design problems.

Review schedule with Manager prior to taking action.

1.11 Co-ordinate flow of information between individuals
and departments to facilitate the project completion at
minimum expense and time.

1.12 Perform special assignments as required.

Project Engineer8.0 Supervisory Level: *8 5*

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Project Engineer (Continued)

8.4 Major duties and responsibilities (Continued)

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